



**AGENDA SUMMARY PAGE**  
**City Council**  
**Meeting of: June 5, 2024**

Agenda Item No.:  
**20**

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**DEPARTMENT: Finance**

**CONSENT**

**DIRECTOR: Gayle Lloyd-Leakos, Acting**

**SUBJECT:**

For possible action to approve award of Contract No. 240168-ML-A, Building Plans Examination Services - Department of Community Development - Award recommended to: SHUMS CODA ASSOCIATES, INC. (Not-to-Exceed \$225,000 Annually/Total Contract Amount Not-to-Exceed \$1,125,000 - Building and Safety Enterprise Fund) - All Wards

**FISCAL IMPACT:**

Budget Funds Available

Amount: Not-to-Exceed \$225,000 Annually/Total Contract Amount Not-to-Exceed \$1,125,000

Funding Source: Building and Safety EF

Dept./Division: Community Development

**PURPOSE/BACKGROUND:**

This Contract provides for on-call building plan examination services. The company will be paid a percentage of the plan review fees collected by the City and for additional services that are not part of a plan review at fixed hourly rates. The initial contract period is from award date through June 1, 2025, with four (4) one-year renewal options. This requirement was solicited through a competitive request for proposal (RFP) process. Shums Coda, Inc. is located in Pleasanton, California.

**RECOMMENDATION:**

Approve as recommended, with signature authority granted to the Purchasing and Contracts Manager per R-20-2017.

**BACKUP DOCUMENTATION:**

1. Contract No. 240168-ML-A
2. Certificate - Disclosure of Ownership and Principals